

City of St. Louis Vehicle Accident Instructions

In the event of an accident the following actions should be taken:

- 1. Move your vehicle to a safe location if your car is creating a safety hazard or obstructing traffic.** If you can't move your vehicle, turn on the flashers and set out flares/reflective devices. Be sure no fuel is leaking before lighting flares.
- 2. Call 911 immediately.** Advise the dispatcher of the location and whether any injuries have occurred.
- 3. Cooperate with the police officers and follow any instructions they give you.** Write down the names and badge numbers of the officers.
- 4. Let the other driver get out of his/her vehicle first.** If the other driver is angry or acting aggressive, stay in your vehicle until the police arrive.
- 5. Be courteous and polite to the other driver but do not admit fault or responsibility for the accident.**
- 6. Get the following information regarding the other vehicle:** Make, model, color, year and license plate number.
- 7. Get the name, address and phone number of the driver of the other vehicle and any passengers in the vehicle.**
- 8. Get insurance information from the other driver** (insurance company name, address, policy number and phone number).
- 9. Provide your name and the following contact information to the other driver: City of St. Louis – Citizen's Service Bureau - 622-4800.** If you strike an unattended vehicle, leave your contact information on a note. Do not allow your license or registration to be photographed.
- 10. Record all damage to all vehicles involved in the accident.** Take pictures of all vehicles if you have access to a camera at the scene.
- 11. Inform your supervisor immediately and complete Vehicle Accident Form L-12 the same day the accident occurs if possible but in no case more than 24 hours after it occurs. Attach all information including photographs to the report. If photos are on your phone please note that on the report and e-mail them to your supervisor.**